

Aging Division

Wyoming Department of Health

Information and Education Bulletin

Subject: Life of a Payment

Life of a Payment during “Non Adjustment” Months

1. No payments can be made without a completed signed Contract.
2. One copy of the completed Contract is given to the Aging Division Fiscal Manager.
3. Fiscal Manager enters the payment into the state WOLFS system.
4. Each payment is printed out
5. Each payment is signed by the Fiscal Manager
6. Each payment is signed by the Aging Division Administrator or Deputy Administrator
7. After all parties have signed the payments, a copy of each payment is made.
8. A hard copy of the each payment with an attached completed Contract is sent to the Department of Health Fiscal office for final approval.
9. Department of Health Fiscal Office approves and schedules payment to pay on the next run date. (NOTE: there are typically only two runs per week on Mondays and Thursdays. However, these dates change during end of month processing.)
10. State Auditor’s Office will send payment via EFT or check based on the method chosen by the Contractor when added to the WOLFS system.
11. Checks are mailed through the State Auditors Office after each run date
12. All EFT transactions may take up to Three Business days to post to your bank account. The Aging Division **does not** have control of the time frame the EFT payments are posted to your account.

Life of a Payment during “Adjustment” Months

The same process as above takes place with the following exceptions.

- a. Program Manager review the Quarterly Reports for their programs
- b. Letter are prepared by Program Managers for any errors to the Fiscal or Program Reports
- c. Program Managers and Fiscal Manager review the Financial Profit and Loss Reports for those Providers that are required to submit these reports.
- d. Once the Fiscal Quarterly Report and Program Report are approved by the Program Manager, both parties schedule an appointment to sign the approved Fiscal Quarterly Report.
- e. One copy of the approved Fiscal Quarterly Report is made
- f. The Fiscal Manager enters the payment into the state WOLFS payment.
- g. The remaining steps are the same as the above Number 4 through 9

IMPORTANT NOTES:

1. If the vendor is new to the state WOLFS system, it will take additional time to get them added. Payment CANNOT be made until the Contractor's information is added to the WOLFS system. This is done by completing the Wolfs-109a. The form can be found at the following website:
http://sao.state.wy.us/Wolfs&Payroll/WOLFS_Forms/WOLFS-109a.pdf
2. (NOTE: The Contractor can change their method of payment at any time from EFT to check or check to EFT by completing a WOLFS-109 and submitting it to the Aging Division. This form is used if the Contractor is currently on the system, but is making changes such as Bank Information or changes their status of payment from a check to an EFT status. This form can be found the following website:
http://sao.state.wy.us/Wolfs&Payroll/WOLFS_Forms/WOLFS-109b.pdf . Please allow up to 30 days for this change to be made after submitting the form to the Aging Division.
3. During adjustment months, each incorrect Fiscal and Program reports may delay your payment for the adjustment month as all documentation must be reviewed each time a correction is made.
4. All corrections made to your Fiscal Reports must have written documentation to any changes made. Payments will be delayed until all required documentation is met.
5. Please read your contract. The attachment page of your contract provides details of the payment process.

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